

# OWM Contacts System – Instructions for Requesting Training and Transcripts

## I. Procedure.

1. **Log in** to the OWM Contacts System Database with your username and password:

<https://tsapps.nist.gov/WMD/default.aspx>

**CONTACTS SYSTEM**  
Office of Weights and Measures

**NIST**  
National Institute of Standards and Technology

**Login, Register, or Reset Password**

Already have a User Account then use this login button to access the system.

**LOGIN**

Need a User Account use this register button to request one.

**REGISTER**

If you have forgotten your User Account Password or both, use this Reset Password button to contact us.

**RESET PASSWORD**

Welcome to the **National Institute of Standards and Technology (NIST) Office of Weights and Measures (OWM) Contacts System Web Site**. The NIST OWM program promotes uniformity in U.S. weights and measures laws, regulations, and standards to achieve equity between buyers and sellers in the marketplace to enhance consumer confidence in the marketplace, enable U.S. businesses to compete fairly at home and abroad, and strengthen the U.S. economy.

This **Contacts System Web Site** is a Department of Commerce (DOC) system managed and operated by the National Institute of Standards and Technology (NIST) for the purpose of providing Weights and Measures Official, Industry Participants, and National Work Group (NWG) Members with a system for registering for NIST OWM Sponsored courses, reviewing relevant Weights and Measures materials, and commenting on proposed Weights and Measures laws, regulations and standards. Any unauthorized use is prohibited.

Weights and Measures Official, Industry Participants, and National Work Group (NWG) Members who want access to this system can use the **Registration** button to register for system access. If you already have a User Account and Password please use the **Login** button to access the system.

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# OWM Contacts System – Instructions for Requesting Training and Transcripts

- Once you log in, select the **MY TRAINING** tab from the top menu. It is the 6<sup>th</sup> tab from the left.

**Account Summary**  
Isabel Chavez  
NIST  
  
User Name: inc  
User Type: Administrator  
Last Update: Mar 13, 2013  
Password Change: None  
  
Today is Thu Mar 14, 2013

**Welcome**  
Welcome to the National Institute of Standards and Technology (NIST) Office of Weights and Measures (OWM) Contact Management System. This system will allow you to update your login account and your profile (contact information) data plus view your training history, request training, cancel a request for training, comment on a draft document, review your submitted comments, request a document or material, and view a list of items you have requested.  
  
The row of buttons are for navigating throughout this web site. They allow you to:

- **My Account** - update your login account
- **My Profile** - update your contact data including your areas of interest
- **My Comments** - submit comments on draft documents
- **My Items** - request copies of draft documents, publications, or materials
- **My Training** - view the course and class offerings and request additional training
- **News** - view the News items
- **Sign Out** - exit the system

**Important Message**  
You are able to submit comments on draft publications such as one of the Handbook 105 series or an OIML document. You can even request training on a variety of weights and measures subjects as listed in the course index. Also, you can request documents and training CD's online and then view the status of your request. Of course, you can still reach us by picking up the phone or sending us an email, but this database puts the information you need at your fingertips and should help us be more responsive to you. {Posted October 20, 2011}

**Recently Added New Items and Documents**

Item	Number	Type	Date Added	Comments Due
Handbook 105-7 Consolidated Comments Mar2013	105-7C	Other	3/07/2013	1/02/2014
Handbook 105-7 Seraphin Comments	009	Other	2/19/2013	1/02/2014

# Request Training and Transcripts Procedure

3. My Training Page will display: your Requested Training, Upcoming Classes, and Completed Classes.
  - a. For Transcripts: Click on "Printer Friendly" where a link for a printer friendly window that can be printed will pop-up
4. Select **Request** Additional Training from **MY TRAINING** tab.

The screenshot shows the 'My Training' page of the NIST CONTACTS SYSTEM. The page has a navigation bar with tabs: MAIN, MY ACCOUNT, MY PROFILE, MY COMMENTS, MY ITEMS, MY TRAINING, NEWS, and SIGN OUT. The main heading is 'My Training - Training Requests and Classes'. Below this, there is a text area with instructions and a 'REQUEST' button circled in red. A red arrow points from the 'REQUEST' button to a table titled 'Requested Training'. Another red arrow points from the 'CREATE' button to a table titled 'Upcoming Classes'. A third red arrow points from the 'REQUEST' button to a table titled 'Completed Classes'. There are also two red boxes with text: 'To request an OFFICIAL Transcript' and 'To print an UNOFFICIAL Transcript'.

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MAIN MY ACCOUNT MY PROFILE MY COMMENTS MY ITEMS MY TRAINING NEWS SIGN OUT

### My Training - Training Requests and Classes

Displayed here is your **Requested Training**, **Upcoming Classes**, and **Completed Classes**.  
Note: CEUs are Continuing Education Units.

If you would like an **Official Transcript** from the Office of Weights and Measures (OWM), your request to Yvonne Brandon at [ybranden@nist.gov](mailto:ybranden@nist.gov). You may need to scroll down for more information.

REGISTER for a Class REQUEST Training REMOVE Requested Training CREATE Unofficial Transcript (PDF) RETURN to Main

Course	Number	Type	Format	CEUs	Preference
Fundamentals of Metrology	2	Laboratory / Metrology	Seminar	4.5	August 12, 2013

Status: Not yet Registered

Note: Any listed times are local times based on the location except for the location Adobe Connect which is Eastern Time.

Course	Class	Date	Time	Hours	Format	CEUs	Location
Webinar - Document Control and Record Keeping	5247	8/15/2013	2:00 PM	2.0			Adobe Connect

Course	Class	Date	Hours	CEUs	Instructor	Location
Webinar - Internal Auditing Best Practices	5234	5/2/2013	2.0		Elizabeth Gentry	Adobe Connect

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# Request Training and Transcripts Procedure

5. To find a class, you can search by:
  - a. Selecting a **Course Type** field from the drop down list.
  - b. Entering **Course Number**
  - c. Entering **Class Number**
  - d. Enter a **Topic** you are interest in learning
6. From the List of Courses, select the Request button for that course.

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### Request Training - Select a Course

To request training find a course name in the **List of Courses** and select the **Request** button for that course. Use the **Course Type** drop down list or the optional navigation links (numbers) in the header and footer of the list to narrow your search. In addition, you can enter either a **Course Number** or a **Class Number** to find a specific Course. **Note:** CEUs are Continuing Education Units

-- You may need to scroll down for the List of Courses and the buttons. --

**CANCEL** this action. **RETURN** to My Training.

#### Selection Criteria

Course Type: -- All --  
Course Number:   
Class Number:   
Topic:

**REFRESH** the List of Courses.

#### List of Courses

Action	Course	Number	Type
<b>REQUEST</b>	Administrators Workshop	700	Administrative
<b>REQUEST</b>	Advanced Mass Hands-On Seminar	206	Laboratory

-- All --

Administrative

Field Training

Instructor Training

Laboratory/  
Metrology

OWM Site

# Request Training and Transcripts Procedure

- For example: **Fundamentals of Metrology**. If the class has already been scheduled, use the **SELECT** button for your Class preference.

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### Request Training - Confirm Selection

Please review this **Training Request Data**. If correct select the **Submit** button. If a class has already been scheduled then use the **Select** button for your Class preference. If the **Select** button for a class is disabled then that class is full. **Note:** CEUs are Continuing Education Units  
-- You may need to scroll down for the data and the buttons. --

**CANCEL** this action. **RETURN** to **My Training**. **SELECT** another Course.

Training Request Data		
Course	Fundamentals of Metrology	
Number	211	
Type	Laboratory / Metrology	

**Note:** All listed times are local times based on the location except for the location Adobe Connect which is Eastern Time.

List of Scheduled Classes						
Action	Class	Date	Time	Hours	Instructor	Location
<b>SELECT</b>	5208	4/15/2013	8:00 AM	40.0	Jose Anibal Torres-Ferrer, Val Miller	Gaithersburg, MD
<b>SELECT</b>	5248	8/19/2013	8:00 AM	40.0	Val Miller	NIST Gaithersburg, MD

**SUBMIT**

- Once selected, if correct select the **Submit** button. If a class has already been scheduled then use the **Select** button for your Class preference. If the **Select** button for a class is disabled then that class is full.
- Once you click on **Submit** in the **Selected Course** field, a pop-up message will appear with a message "Are you sure you want to select this class?" If yes, your request will be now submitted. If you click Cancel, it will bring you back to 'Request Training – Confirm Selection'
- Your training request will be processed by an OWM staff member responsible for the course. When your request has been approved, you will receive an acknowledgement e-mail. The Instructor will contact you with class specific information under separate cover (which may include a separate confirmation letter with requests for payment if it is a fee-supported course).
- If the **COURSE** you are interested in has not been scheduled, your selection will notify our office for consideration when we are planning future training events.

# **Request Training and Transcripts Procedure**

12. If a CLASS is full, you may ask to be placed on the waiting list for that course. If a cancellation occurs, you will be notified that you have been accepted into the class.